



OLD ORCHARD BEACH POLICE

POSITION DESCRIPTION **SRO-School Resource Officer**

JOB DESCRIPTION, RESPONSIBILITIES AND DUTIES

SELECTION OF SCHOOL RESOURCE OFFICER (SRO):

The Old Orchard Beach Police Department is responsible for the selection of SROs. The positions are voluntary and subject to the Department's transfer and job assignment policies. Traits to be considered in that selection include the candidate's willingness and ability to work with youth, the candidate's level of maturity, patience, industry, courtesy, tact, flexibility, approachability, and the candidate's verbal and written communication skills. A successful SRO must be a good role model for the youth of our community.

UNIFORM:

The SRO will wear the regular police patrol uniform and drive a fully equipped patrol vehicle. More casual attire may be worn, with permission from the SRO's supervisor, when the SRO is participating in school activities and school athletics that make wearing a uniform impractical.

JOB ACCOUNTABILITY:

The SRO will be primarily accountable to the Department and report directly to a dayshift patrol sergeant. He/she is expected to maintain an accurate accounting of cases worked, training received, number and type of presentations made and to whom, overtime worked, specials details, and all other information worthy of reporting. This reported information will be due on a quarterly basis and is to be forwarded to the Field Operations Deputy Chief via the SRO's chain of command.

SRO DUTIES AND RESPONSIBILITIES — GENERAL:

**Districts should reflect on their unique situation to determine which of the following objectives best meet their needs. Some or all may apply.*

The SRO will:

- ∅∅ Foster educational programs/activities to increase each student's knowledge of and respect for the law and the function of law enforcement.
- ∅∅ Attend extracurricular activities held at the RSU schools within the town, when feasible, and promote a positive relationship between students and law enforcement officials.
- ∅∅ Understand school policies regarding how to distinguish disciplinary infractions to be handled by school officials versus criminal activity that warrants SRO involvement.

- ØØ Review enforcement and investigative techniques at local schools and work with RSU personnel to provide in-service training to staff regarding crisis management and school security.
- ØØ Work with the RSU personnel to advise concerning vehicular and traffic safety on and around the school campuses.
- ØØ Act swiftly and cooperatively when responding to disruptions and criminal offenses at school or on school grounds, such as: disorderly conduct by trespassers; the possession and/or use of weapons on campus; the possession, sale, distribution or use of alcohol or controlled substances; rioting or dangerous demonstrations; serious acts of vandalism; etc.;
- ØØ Make reports of criminal offenses as per Department regulations as warranted and investigate such acts that may occur at schools.
- ØØ Provide assistance to other officers of the Department or other law enforcement agencies in their investigations of criminal offenses which are alleged to occur off campus but may be related to school activities.
- ØØ Familiarize themselves with the many issues confronting students, e.g., alcohol and drug use, gang involvement, weapons, bullying, and teenage suicide.
- ØØ Work collaboratively with the RSU, SROs from other jurisdictions within the County, and the County Probation and Health Departments to create safe and drug free schools and promote healthy youth development.
- ØØ Provide direct intervention to children who are victims, witnesses, or perpetrators of violent crime.
- ØØ Participate in SRO Program evaluation by providing data and assisting with analysis and recommendations through partnership meetings.
- ØØ Aid in the development of a Safe School Plan and crisis preparedness guidelines for schools.
- ØØ Define safety and security measures, as needed, within the schools and assist with implementation. The services performed by the SRO are not intended to supplant those provided by existing RSU security personnel.
- ØØ Handle the primary responsibility of responding to calls for service and investigating crimes at all Old Orchard Beach campuses within the Town.
- ØØ Conducts Thorough investigations of both criminal and civil acts, and missing children to the best of their ability.
- ØØ Conduct follow-up on reports taken by patrol officers when appropriate.
- ØØ Establish genuine rapport between students, faculty and parents while being available to students, parents, and faculty before, during and after school.
- ØØ Assists in the enforcement of Maine's compulsory attendance law for students PreK-12

grade.

- ØØ Provide a safe, healthy, and secure environment on campus and in the immediate proximity of the campus.
- ØØ Provide routine marked police car patrol and foot patrol during the most critical times to discourage unlawful and antisocial behavior.
- ØØ Provide intelligence to law enforcement and school officials relative to gang or drug activities and enforcement.
- ØØ Give educational presentations to student body, faculty, administration, PTSA and other school-based groups relative to laws, the role of law enforcement and other applicable subjects.
- ØØ Serve as a resource for all Old Orchard Beach schools and the Department by providing safety programs, special drug education classes and juvenile gang awareness and prevention programs in the schools and assisting staff with presentations and instruction in developing age-appropriate curriculum.
- ØØ Train school administrators and faculty on gangs, youth subcultures and substance abuse.
- ØØ Encourage input from the school and community to inform ongoing policies that promote a safe and inclusive school environment.
- ØØ Train Department personnel on the role of the SRO and on school issues important for officers to know.
- ØØ Be a liaison for the school, police and probation, and the community to keep all informed of activities of others who may be at risk or inclined to cause problems or commit crimes.
- ØØ Assist police investigators with information that will help solve cases.
- ØØ Help school staff in lessening campus tension and aid campus supervisors as needed.
- ØØ Consider diversion opportunities for youth, rather than arrest, when appropriate.
- ØØ Communicate and coordinate with the patrol and investigations units as well as with the Probation Department.
- ØØ Use discretion in handling confidential material and information.
- ØØ Use the resources provided for the prevention, observation, intervention, investigation, and reporting of unlawful acts.
- ØØ As needed, attend RSU activities outside of the regular duty hours. The department shall use its best efforts to have the requested services provided by the SRO outside of the SRO's regular duty hours in a manner which will not incur overtime for the

SRO. The RSU shall pay all costs that the town incurs in providing the SRO's services on an overtime basis as requested by the district, with the understanding that Department is generally required to pay officers a set amount that has been agreed on in the current year Police Union Contract. The Town will provide an invoice to the RSU for SRO overtime and payment will be due to the Town.

- ∅∅ Coordinate all activities with the principals and staff members concerned and seek permission, advice, and guidance prior to enacting any program within the school. The SRO will submit a monthly activity report to the Support Services Sergeant the Support Services Supervisor will submit an activity report to the Police Chief at the end of each school year;
- ∅∅ Grow professionally through study and participation in professional activities, including recommended SRO trainings, including the California POST required/recommended SRO training/certification.

DUTIES OF THE RSU:

- ∅∅ To develop procedures to handle campus safety issues.
- ∅∅ To establish and follow written procedures for referring police involvement.
- ∅∅ To train RSU staff in accordance with the procedures outlined herein as well as existing RSU policies involving student health and safety; and
- ∅∅ To cooperate with and support the SRO and the Police Department in a proactive manner to ensure that the SRO program meets the expectations of the RSU, Town Police, students, parents, and community.

RELATIONSHIPS:

It is most important that the SRO become acquainted with school officials and understand school priorities and procedures, as well as state and local laws relevant to school safety and order. The SRO should also attend faculty meetings, assemblies, and classrooms as often as possible and work in cooperation with school officials in building positive relationships. The SRO shall conduct himself/herself in a manner that will reflect favorably on the Department. Conduct above reproach is mandatory. He/she is a positive role model, serving as a good example of a professional law enforcement officer. The SRO should show respect for students and parents and display fairness and consistency in handling issues that occur.

PREVENTATIVE STRATEGIES:

SROs provide classes on drug use, underage drinking, drinking, and driving, peer pressure, bullying, cyber bullying, gang awareness, sexual assault awareness, and student privacy, search and seizure and other laws that apply to students, careers in law enforcement, and various other safety issues.

GEOGRAPHY:

The SRO should become thoroughly familiar with the campuses being served and learn of any troublesome locations on and off campus. Complete knowledge of campuses helps develop preventative tactics and techniques that promote a safe school environment.

POLICE REPORTS:

Staff members and site administrators shall only request police assistance when (1) necessary to protect the physical safety of students and staff; (2) required by law; or (3) appropriate to address criminal behavior of persons other than students. Police involvement should not be requested in a situation that can be safely and appropriately handled by the RSU's internal disciplinary procedures. If staff and or SROs are unclear, the principal or Superintendent should be contacted immediately to decide. Calls for service at schools requiring or resulting in written crime reports will normally be the responsibility of the SRO, if the reported incident is directly school-related and the SRO is readily available. When the SRO is not available, the Patrol Division may handle the call for service. Crime reports needing additional follow-up may be assigned to the Investigations division if the SRO is unable to complete it.

PROCEDURES FOR SCHOOL STAFF TO REQUEST POLICE ASSISTANCE WHEN REQUIREMENTS ARE MET:

- Call 911, SRO or any police officer in an emergency or crisis situation and notify the site administrator as soon as possible.
- If there is no immediate danger to students or others, a staff member should always contact a site administrator to make the decision about whether to request police assistance for an incident involving potentially criminal behavior by a student.
- Site administrator shall notify the Superintendent and enter a written Incident Report the same day to detail police response to an incident involving a student and as required by RSU policy. Such reports should meet the disaggregated data requirements and, at the same time, protect the identity of students and refrain from revealing individualized information to the public or relevant school community.

STUDENT DISCIPLINE:

Old Orchard Beach administrators have primary responsibility to ensure consistent enforcement of school rules and policies. If the administrator believes an incident is in violation of the law, he/she may contact the SRO to determine whether law enforcement action is appropriate.

Pursuant to Old Orchard Beach policy, Old Orchard Beach school administrators shall prioritize alternatives to school removals and police involvement, such as the use of Restorative Practices.

Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses, including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest).

OFFICER ENTRY ON SCHOOL CAMPUSES:

Absent exigent circumstances, Old Orchard Beach police officers should notify school officials (e.g., the school administrator) of their presence and/or purpose on Old Orchard Beach school property. A list of school contacts will be provided at the start of each school year.

ARRESTS ON SCHOOL CAMPUSES:

To minimize disruption to the learning environment, Old Orchard Beach police officers should consider the reasonableness of making an arrest on campus or summoning a student from a classroom. When considering whether it is reasonable to arrest or summon a student on campus, the officer shall consider the following:

- Whether the arrest or summoning is in response to the commission of a school-related offense.
- The seriousness of the offense.
- Whether there is an imminent threat to public safety.
- Federal, state, and local requirements.
- Whether the officer can accomplish the arrest by other means.

If the arrest is not reasonable given the considerations listed above, the arrest or summons of the student should be made at another time/place.

TRAINING ON JOB DESCRIPTION AND EXPECTATIONS:

The Old Orchard Beach school Superintendent shall ensure that this is distributed to all its school sites and that appropriate training regarding the provisions of this job description and staff responsibilities under the description is provided.

SROs will be required to participate in at least one training per year provided by **Old Orchard Beach schools**, to include:

- school-related law enforcement best practices
- youth development and choices
- applicable privacy and confidentiality laws for children 18 years and under
- cultural competency in cross-cultural engagement between police officers and youth
- special education laws
- strategies for working and communicating effectively with students in the Special Education program.
- ongoing community intervention best practices and referral organizations
- CSTAG (comprehensive school threat assessment guidelines) when available.
- DITEP (drug impairment training for educational professionals) when available.

SCHOOL SAFETY OVERVIEW:

- Accountability Reports Summary
- SRO Training Completion
- SRO Complaints overview and corrective actions

Class Title: Patrol Officer

FLSA: Non-Exempt

Pay range: \$29.54 to \$33.20 based on experience.